

Albuquerque Public Schools

GENDER IDENTITY Checklist to Ensure Safety and Non-discrimination

___ INITIAL CONTACT:

- If you're the PRINCIPAL and a transgender student, or parent/guardian of the student, notifies you that the student will assert a gender identity that differs from previous representations or records, schedule a meeting to create a Gender Support Plan and contact the Title IX Director to join you. You may ask the student/parent for permission to include the counselor and nurse.*
 - If you're the COUNSELOR/TEACHER/OTHER EMPLOYEE and the student, or parent/guardian of the student, discloses to you that the student is transgender, request permission to apprise the principal of the gender identity so that a meeting can be scheduled to complete a Gender Support Plan. *
 - If you're the PARENT of a transgender child, contact the school counselor or principal and request a meeting to complete a Gender Support Plan.
- * Do NOT share the fact that the student is transgender with anyone else! Who needs to know will be determined at the Gender Support Plan meeting. Remember, this is HIGHLY confidential information.

___ GENDER SUPPORT PLAN MEETING:

- Should include the principal, student, parent/guardian, Title IX Director (for initial plans), counselor & nurse (if student/parent give permission), and anyone else the student/parent requests.
- Issues to be addressed: 1) name to be used, 2) pronouns, 3) gender, 4) bathroom, 5) locker room, 6) which personnel the parent consents to having information about the biological sex, 7) athletic issues, 8) discussion about current & historical records, 9) school contact if issues arise, and 10) any other issues or concerns.
- Provide information about your school's Safe Zone contact and program as well as your school's Gay Straight Alliance (GSA) if you have one. You can also give information about community resources (attached).
- Schedule a follow-up meeting in six weeks if it is an initial plan or annually, at a minimum, thereafter.

___ DETERMINE IF ADDITIONAL TRAINING FOR STAFF IS NEEDED

Contact the Director for Title IX Programs for assistance—505.855.9831

Date: _____

School: _____

Albuquerque Public Schools
GENDER SUPPORT PLAN--CONFIDENTIAL

Student Name/ID #	Gender Identity	Pronouns
Legal Name*	Legal Sex*	Grade

**To be used when legally required, such as state standardized testing or state IEP reporting. Legal information will be stored on a private screen, with very limited access, in the Student Information System (once available) whereas name and gender identity will appear on the standard school screens for viewing according to regular access.*

Name and Gender updated in Synergy? __ Yes No __

Date it was/will be changed _____

Who will make the change? _____

Bathrooms: (group facility according to gender identity or identified gender-neutral facilities, per student and parent request):

☐ prefer group facility of gender identity
☐ prefer gender-neutral facility (identify locations)

Locker Room Usage (group facility according to gender identity with privacy accommodation or alternate area identified, per student and parent request):

☐ prefer group facility according to gender identity with privacy accommodation, as needed
☐ prefer an alternate area (identify location)

School personnel allowed to receive confidential information about legal name/legal sex:

Note: 1) use staff name, NOT just role group, 2) Principal, be sure to enter on SIS screen designated for this purpose, in addition to this form. There may be more, or fewer, than five.

Consider: grade-level administrator, counselor, teacher, special education head teacher, testing coordinator, health assistant, other, as needed

- 1) Principal—Name _____
- 2) Nurse—Name _____
- 3) _____
- 4) _____
- 5) _____

Athletics/Sports (participate based on gender identity except where NMAA governs)

Indicate sports student may be interested in joining. Make sure everyone is clear whether or not the sport is governed by NMAA. NMAA does NOT govern locker room use; rather, it governs eligibility and participation in the sport.

Historical Records: Regular Student Information System screens will reflect name and gender according to gender identity. Once SIS has finalized them, private screens with limited access, approved by parent/student, will house legal name and legal sex information. For historical records, student/parent should be given the choice to change the name & sex to reflect gender identity on the label of the pertinent folder (cum, SAT, etc.), which allows staff to use historical information to inform education decisions, understanding that the folder's contents may contain legal name and sex information OR remove historical information from file, instead, and upload the contents to the private screens which have limited access and place a note in the file to see principal if historical information is needed. This is especially pertinent for students in special education. Note: For a student in Special Education, the annual IEP should be completed as soon as possible after the Gender Support Plan meeting in order to change the name and gender to preserve confidentiality.

Be sure to include parent/student decision here:

___ (1) I would like all historical information available to staff, as needed, to inform educational decisions. I realize that, although the name and gender may be changed on a folder (cumulative file, SAT, historical special education records), the legal name and sex may still be reflected in the historical contents.

-OR-

___ (2) Please scan and upload historical documents to place in the private screen status. Include a note in the empty folder, which reflects the gender identity, to check with the principal for access to this information. At that point, the principal may provide information requested without showing the actual documents or s/he can contact the parent to ask permission for the staff member to have the confidential information about legal name/sex so that the historical educational records may be viewed for pertinent education purposes.

School contact name and number for any issues related to gender identity:

Follow-Up Meeting Date/Time (review within 6 weeks of initial plan; thereafter, conduct an annual review, at a minimum):

Please PRINT then initial:

Principal

Student

School Nurse

Parent/Guardian

Title IX Director

Other (name/role)

Other (name/role)

Other (name/role)

Other (name/role)

Other (name/role)

Original goes to Principal's confidential file. One copy to parent/guardian and one to Title IX Director. Title IX Director will provide updated name/gender information to District SIS.

Resources for Parent/Guardian/Student:

SCHOOL:

- Safe Zone representative (if applicable)
- GSA or other LGBT group (if applicable)
- School contact for Gender Support Plan
- Other

COMMUNITY:

- Transgender Resource Center of NM (TGRCNM) website: tgrcnm.org
or 505.440.3402
- Parents, Friends, Family, of Lesbians and Gays (PFLAG) (includes TG)—website: pflagabq.org
or 505.873.7373
- Gay, Lesbian, Straight Educators' Network (GLSEN)
Website: Albuquerque@chapters.glsen.org
- UNM LGBTQ Resource Center
website: gbtqrc.org or 505.277.LGBT
- Casa Q—provides safe living options and services for lesbian, gay, bisexual, transgender, queer and questioning (LGBTQ) youth, and allies who are at risk of or experiencing homelessness.
Contact: 872-2099 or casaq.org

HELPFUL RESOURCE WEBSITES:

- Genderspectrum.org
- Welcomingschools.org
- Teachingtolerance.org